



Hilton Rosemont/Chicago O’Hare Package Handling for Exhibitors



To assist in expediting the timely delivery of meeting materials to your event, please complete the following form.

Name of Event: UOA 2026 **One Vision | One Voice | One UOA Conference**

Date of Event: June 25-27, 2026

Meeting Room Assignment: Grand Ballroom

Package Size	Price Per Package
Small (up to 5 pounds)	\$5
Medium (6-25 pounds)	\$10
Large (26+ pounds)	\$20
Oversized/Pallet	\$150

Package Payment Information:

Please provide contact details for the package handling credit card authorization form below:

Exhibitor Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Please note, The Hotel reserves the right to withhold packages should payment authorization not be secured

Shipping Information:

Please provide quantities of items shipped below:

❖ Small Package (up to 5 pounds): _____

❖ Medium Package (6-25 pounds): _____

❖ Large Package (26+ pounds): _____

❖ Oversized Package/Pallet: _____

Please note, The Hotel is not responsible for repackaging boxes for return. If boxes should be returned post-meeting, the client/vendor is responsible for repacking and arranging for carrier/shipping pick-up

Carrier/Shipping Company: _____

Tracking #(s): _____

The Hotel will begin accepting shipments on Friday, June 19, 2026 – Due to limited storage space the Hotel may decline earlier shipments

Please Address All Packages as Follows:

Hilton Rosemont/Chicago O’Hare

Attn: (Name of Exhibitor)/Amanda Thomas

Hold for: UOA – June 25, 2025

5550 N. River Road

Rosemont, IL 60018

Return the completed form to amanda.thomas@hilton.com. Questions? You can reach Amanda Thomas at 847-928-6175.